



Darian Van Coller

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin / PA job.

I am loyal and honest and hard working and well-driven. I like neatness and completing tasks with utmost accuracy.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Harrismith Free State

Contacts and general information about me

Day of birth	1994-03-20 (30 years old)
Gender	Female
Residential location	Harrismith Free State
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2014.05 iki 2017.05
Company name	Mountainview Inn
You were working at:	Receptionists
Occupation	Receptionist
What you did at this job position?	Bookings, filing, payments, telephone calls. General admin and reception duties
Working period	nuo 2017.05 iki 2018.08
Company name	Healthworks Medical and Dental Centre
You were working at:	Receptionists
Occupation	Receptionist and PA
What you did at this job position?	General reception and PA duties, medical aid claims etc

Working period	nuo 2018.09 iki 2024
Company name	Dr JW Du Preez
You were working at:	Receptionists
Occupation	Debtors/creditors and claims clerk until Receptionist from 2020
What you did at this job position?	Accounts, medical aid claims, reception duties, bookings

Education

Educational period	nuo 2008.01 iki 2012.11
Degree	Grade 12 / Matric
Educational institution	Harrison School
Educational qualification	Matric

Educational period	nuo 2013.02 iki 2014.03
Degree	Some Schooling
Educational institution	Rhodes University
Educational qualification	First Year

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

Experience with Microsoft Word and medical aid EDI programme

Conferences, seminars

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Recommendations

Contact person	Johan Muller
Occupation	Owner
Company	Mountainview Inn
Telephone number	0716123768
Email address	mountainviewinn@mighty.co.za

Additional information

Your hobbies	Photography, writing, horseriding
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-02-00 (7 years)
Salary you wish	15000 R per month

How much do you earn now

11000 R per month